Project Charter
SharePoint 2013

Project	SharePoint 2013 Implementation		
Created By	*Belinda Mencarelli*	**Date**	*August 6, 2013*
Executive Sponsor	*Laura Schmidt*	**Project Champion**	*Paul Burr*

Mission **"Practical Problem to Solve and/or Opportunity to Gain"**	The mission of this project is to upgrade Washoe County from SharePoint 2003 to SharePoint 2013 in order to improve internal collaboration and communication, tool performance, governance, user agility, and intranet web design and usage.
Process	Project Scope: • This project addresses "internally facing" SharePoint sites only. There is currently another County project that will address constituent facing sites. • A SharePoint training plan will be developed and implemented as part of this project. • A governance plan will be developed that will seek to balance the need for the thoughtful central TS oversight without hindering the agile use of the product. • A taxonomy will be adopted and used as the organizing principle for SharePoint deployment, management, and use.
Objectives	Washoe County has been using SharePoint 2003 (free version) as a collaboration environment. The pent up demand for collaboration, coupled with the flexibility and power of the tool, resulted in rapid growth. The current system has outgrown its deployment and its management controls. Implementing SharePoint 2013 will result in: • Improved collaboration and communication • Improved performance • Improved governance • Improved user agility • Improved workflow capabilities • Intranet web design • Ability for future customization/application development and integration with other applications
Deliverables	• Project Plan • Governance Plan • Change Management Plan and Implementation • Testing Plan and Implementation • Go Live and On-going Support Plan and Implementation • Training Plan and Documentation of SharePoint Websites and Included Functionality such as Workflow, Forms, Document Libraries and Lists, etc.
Stakeholders	Technology Services, Community Relations, all County departments (with varying degree)

Team Members with Roles and Responsibilities	• Executive Sponsor – Laura Schmidt – sponsor the project across the County. • Project Champion – Paul Burr – oversee project and champion project with departments. • Project Lead – Belinda Mencarelli – manage project on day-to-day basis. • Project Team: Russ Hansen, Rick Morris, and Perry Higginbotham – System Admin Beth Todd – Senior Business Systems Analyst • Kelly Mullin – eGov Information Officer • Veronica Frankel – Organizational Development Manager • Departmental Users – lend subject matter expertise for data gathering, analysis, and recommendations, testing, process expertise and content management.
Resources	Core team members will need to attend formal training.
Assumptions	• Not all data will be migrated from the current SharePoint site. • TS and Finance will be the "pilots" for intranet site web development and forms/workflow.
Risks	Possible Risks Include: • Departmental bandwidth. • Adversity to change.
Boundaries	• Some functionality within SharePoint 2013 may not available with Exchange 2010, which the County is currently using. • No customized application development is in the scope of this project, although it will be addressed in later phases and/or projects.
Communications and Change Management	Communication will be managed by the project lead and will leverage all County communication vehicles as needed to promote transparency and involvement. Additionally, this project will use the Department Head Meeting forum, when possible, to give updates, garner support, and have timely conversations about the project's scope, progress, etc. On a more day-to-day, tactical basis, the project team would like to work with a point person in a given department. For departments that have an IWG member, this would likely be the contact person. For departments that do not have an IWG member, the department head will be asked to provide a point person. However, the entire list will be validated by the department heads.
Decision Making Process	Implementation team will be empowered to make decisions for the project. All significant decisions or disputes will be brought to the Executive Sponsor.

Schedule (High Level)	▪ Start Date: 06/18/13
	
	▪ End Date: 01/27/14
	
	▪ Major Milestones:
	
	  • Project Team Identified 06/18/13
	
	  • Department Head and ITAC Meetings 10/09/13
	
	  • Deliverable Check Points:
	
	    • Governance Plan November 2013
	
	    • Project Plan December 2013
	
	    • Testing Plan February 2014
	
	    • Change Management Plan February 2014
	
	    • Training Plan and Documentation February 2014
	
	    • Go Live with Pilot Department - TS March 2014